



Mrs M Harvey
11 Old Rectory Gardens
Felpham
Bognor Regis
PO22 7ER

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
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website: www.arun.gov.uk/planning

Our Ref: FP/190/18/TC
Your Ref:

Please ask for:
Zac Denton
01903 737500 x37447

Dear Mrs Harvey

20th August 2018

Town & Country Planning Act 1990 (as amended) s211 Notice
Application for Prior Notification of Work to Tree(s) in a Conservation Area

Development Pruning of Willow tree and Bay tree
Location Land between 3 and 9 Old Rectory Gardens Felpham

Thank you for your recent application which I received on 13th August 2018. It is being validated by Zac Denton who will be able to assist you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following item(s) have been received or resolved :-

Please provide measurements (in metres) detailing how much you are wishing to reduce the crowns of the Bay and Willow trees by.

For further detailed information on both the National and Local Validation Requirements please go to our website: <http://www.arun.gov.uk/making-a-planning-application>
If you are unable to access the website, please contact this office so a copy can be sent to you.

Please provide the above by **3rd September 2018** or your application will be closed as incomplete and you will have to resubmit if you wish to proceed with the application. If you have difficulty meeting this deadline please contact the above officer to discuss the matter.

Yours sincerely

Neil Crowther
Group Head of Planning